



**City of Flint**  
**Planning & Zoning Department**  
 1101 S Saginaw Street Room S105, Flint, MI 48502  
 Phone: (810)766-7426  
[www.cityofflint.com/department/planning-and-zoning/](http://www.cityofflint.com/department/planning-and-zoning/)

Fee: <u>  \$1,002  </u>
Date Rec'd: _____
Application #: _____
Meeting Date: _____

**Application for Site Plan Review**

<b>Property Address &amp; Parcel ID Numbers</b>	Property or Street Address:		
	Parcel I.D. Number(s):		
	Zoning District:		
<b>Project Description</b>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		
	Does project involve Specially Designated Merchant License, Specially Designated Distributor License, or other liquor license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Applicant</b> <i>(Must have a legal interest in the property)</i>	Name:		
	Firm:		
<i>PROPERTY OWNER MUST ATTEND PLANNING COMMISSION MEETINGS OR BE REPRESENTED BY A PERSON WITH NOTORIZED LETTER OF REPRESENTATION TO ACT ON BEHALF OF OWNER</i>	Address:		
	City:		
	State:	Zip Code:	
	Phone:	Email:	
	<input type="checkbox"/> Own the property		
	<input type="checkbox"/> Lease the property, if so what is term of lease?	Years:	W/ options? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Have offer to purchase property (attach purchase agreement)		
	<input type="checkbox"/> Other property interest: (e.g., architect, attorney, contractor, etc.)		

	Applicant Signature:	
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<b>Primary Contact</b> <input type="checkbox"/> Same as applicant	Name:			
	Firm:			
	Address:			
	City:			
	State:		Zip Code:	
	Phone:		Email:	
	Relationship to Applicant (e.g., architect, attorney, contractor, etc.)			
<b>Property Owner</b> <input type="checkbox"/> Same as applicant	Name:			
	Firm:			
	Address:			
	City:			
	State:		Zip Code:	
	Phone:		Email:	
	Relationship to Applicant (e.g., architect, attorney, contractor, etc.)			

Please note:

**The non-refundable fee made payable to the City of Flint must accompany your application.**

Upon preliminary submittal, applicants must submit seven (7) hard copies and a digital copy of the site plan along with this application and required fee to the Zoning Coordinator. Preliminary submittals must address all items identified in the “Preliminary” column in Table 50-190, which starts on the next page. Once the Zoning Coordinator has reviewed the application, but before the site plan can be heard by the Planning Commission, the applicant must submit an additional twelve (12) hard copies and a digital copy of the revised site plan, incorporating any changes made since the initial submittal. Three (3) of the twelve (12) copies must be signed and sealed by a registered engineer, architect, or surveyor. This version of the site plan must address all items identified in the “Final” column in [Table 50-190](#), which starts on the next page.

The meeting date schedule of the Planning Commission and the subsequent date that applications and materials must be submitted for each meeting is located on the City of Flint Planning & Zoning [website](#).

For reviews beyond the one preliminary and one final review will require a \$501 fee for each additional review. For further questions, please reference the City of Flint [Master Fee Schedule](#).

<b>Table 50-190. Site Plan Submittal Requirements</b>			
✓ = Required		Required for	
		Preliminary	Final
<b>Plan Data</b>			
Application Form		✓	✓
Name & address of the applicant & property owner		✓	✓
Address & common description of property & complete legal description		✓	✓
Dimensions of land & total acreage		✓	✓
Zoning on the site & all adjacent properties		✓	✓
Description of proposed project or use, type of building or structures, & name of proposed development, if applicable		✓	✓
Proof of property ownership		✓	✓
Schedule of approximate phasing & construction timeline			✓
<b>Site Plan Description and Identification Data</b>			
Site Plan scale – (engineer's). Sheet size at least 24 x 36 in	Site size 3 acres or more: 1 inch = 100 ft.	✓	✓
	Site size of less than 3 acres: not less than 1 inch = 50 ft.	✓	✓
	If a large development is shown in sections on multiple sheets, then a composite sheet shall be included	✓	✓
Title Block	Sheet number/title	✓	✓
	Name, address & telephone number of the applicant & firm or individual who prepared the plans with seal	✓	✓
	Date(s) of submission & any revisions (month, day, year)	✓	✓
Scale & north arrow		✓	✓
Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning & streets within a quarter mile		✓	✓
Easements or other restrictions, if applicable		✓	✓
Net acreage (minus rights-of-way and submerged land) & total acreage		✓	✓
<b>Site Data</b>			
Existing lot lines, building lines, structures, parking areas & other improvements on the site & within 50 feet of the site		✓	✓
Computations, with documentation, of average setbacks, where required		✓	✓
Topography on the site & within 100 feet of the site not to exceed two foot contour intervals, referenced to a U.S.G.S. benchmark			✓
Proposed lot lines, lot dimensions, property lines, setback dimensions, structures, & other improvements on the site & within 50 feet of the site		✓	✓
Proximity to intersection(s) & major thoroughfares		✓	✓
Location of existing drainage courses, floodplains, streams, & wetlands with elevations		✓	✓
Location of outdoor lighting (site & building lighting) including height of lights and a photometric plan			✓
Location of trash receptacle(s) & transformer pad(s) & method of screening		✓	✓
Extent of any outdoor sales or display area		✓	✓
<b>Access and Circulation</b>			
Dimensions, curve radii & centerlines of existing & proposed access points, roads & road rights-of-way or access easements		✓	✓
Driveways & intersections within 250 feet of site			✓
Cross section details of proposed roads, driveways, parking lots, sidewalks & non-motorized paths illustrating materials & thickness			✓
Dimensions of acceleration, deceleration, & passing lanes			✓
Dimensions of parking spaces, islands, circulation aisles & loading zones		✓	✓
Calculations for required number of parking & loading spaces		✓	✓
Designation of fire lanes		✓	✓
Traffic regulatory signs & pavement markings			✓
Location of existing & proposed sidewalks/pathways within the site or right-of-way		✓	✓
Location, height, & outside dimensions of all storage areas & facilities		✓	✓

<b>Table 50-190. Site Plan Submittal Requirements Cont.</b>		
<b>✓ = Required</b>	<b>Required for</b>	
	<b>Preliminary</b>	<b>Final</b>
<b>Landscape Plans</b>		
Location, sizes, & types of existing trees 6 inches or greater in diameter, measured at 3½ ft. off the ground & the general location of all other existing plant materials, with an identification of materials to be removed & materials to be preserved	✓	✓
Description of methods to preserve existing landscaping		✓
The location of existing & proposed lawns & landscaped areas	✓	✓
Landscape plan, including location & type of all proposed shrubs, trees, & other live plant material		✓
Planting list for proposed landscape materials with caliper size or height of material, method of installation, botanical & common names, & quantity		✓
Proposed dates of plant installation		✓
Landscape maintenance schedule		✓
<b>Building and Structure Details</b>		
Location, height, & outside dimensions of all proposed main and accessory buildings or structures	✓	✓
Building floor plans & total floor area, including number and height of stories	✓	✓
Details on screening		✓
Size, height & method of shielding for all site & building lighting		✓
Location, size, height, & lighting of all proposed site & wall signs	✓	✓
Location, size, height & material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required	✓	✓
Building façade elevations for all sides, drawn at an appropriate scale		✓
Calculations for transparency requirements		✓
Description of all exterior building materials & colors (samples may be required)	✓	✓
<b>Utilities, Drainage and Related Issues</b>		
Location of sanitary sewers & septic systems, existing & proposed		✓
Location & size of existing & proposed water mains, well sites, water service, storm sewer loads, & fire hydrants		✓
Stormwater drainage & retention/detention calculations	✓	✓
Indication of site grading, drainage patterns & other stormwater management measures	✓	✓
Stormwater retention & detention ponds, including grading, side slopes, depth, high water elevation, volume & outfalls	✓	✓
Location & size of underground storm sewers & drains	✓	✓
Location of above & below ground gas, electric & telephone lines, existing & proposed		✓
Location of transformers & utility boxes		✓
Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals and storage plan, if applicable		✓
Copies of all environmental studies required by law, if applicable		✓
<b>Additional Information Required for Multiple-Family Residential Development</b>		
The number & location of each type of residential unit (one bedroom units, two bedroom units, etc.)		✓
Density calculations by type of residential unit (dwelling units per acre)		✓
Garage &/or carport locations & details, if proposed		✓
Mailbox clusters		✓
Location, dimensions, floor plans & elevations of common building(s) (e.g., recreation, laundry, etc.), if applicable		✓
Swimming pool fencing detail, including height & type of fence, if applicable		✓
Location & size of recreation & open space areas		✓
Indication of type of recreation facilities proposed for recreation area		✓